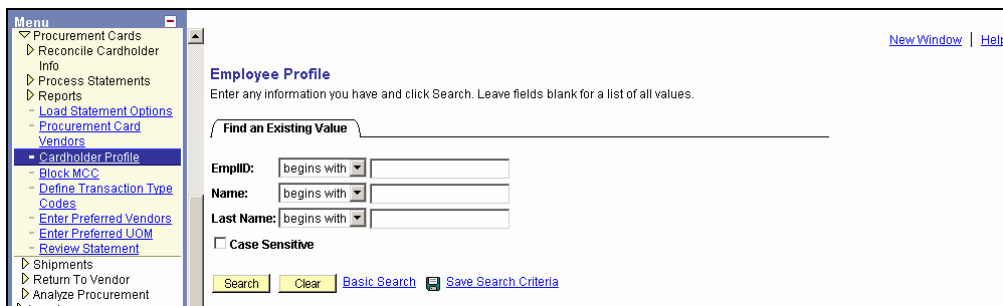


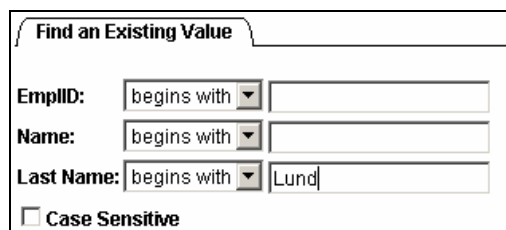
## Procurement Cards

Navigation: Purchasing > Procurement Cards > Cardholder Profile



The screenshot shows a web application interface. On the left is a 'Menu' sidebar with options like 'Procurement Cards', 'Reconcile Cardholder', 'Info', 'Process Statements', 'Reports', 'Load Statement Options', 'Procurement Card', 'Vendors', 'Cardholder Profile' (selected), 'Block MCC', 'Define Transaction Type Codes', 'Enter Preferred Vendors', 'Enter Preferred UOM', 'Review Statement', 'Shipments', 'Return To Vendor', and 'Analyze Procurement'. The main area is titled 'Employee Profile' and contains the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with three input fields: 'EmpID:' (with a 'begins with' dropdown), 'Name:' (with a 'begins with' dropdown), and 'Last Name:' (with a 'begins with' dropdown). There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Links for 'New Window' and 'Help' are in the top right.

1. Fill in the EmpID, if known for search purposes or
2. Use Last *and/or* First Name combination, if ID is not known  
(In our case Last Name "Lund" is used)



This is a close-up of the 'Find an Existing Value' section. The 'Last Name:' field now contains the text 'Lund'. The other fields and the 'Case Sensitive' checkbox remain unchanged.

3. Click on the Search  button.

**Search Results**

View All First 1-28 of 28 Last

EmplID	Name	Last Name
0210943	Lund, Richard Marlo	LUND
0311563	Lund, Heather A	LUND
0537074	Lund, Jeremy L	LUND
0554564	Lund, Lucy Christine	LUND
7001787	Lund, Alice J	LUND
7002349	Lund, Dale L	LUND
7002865	Lund, Mary A	LUND
7003489	Lund, Darin S	LUND
7004917	Lund, Harold	LUND
7006788	Lund, Janis M	LUND
0456745	Lund, Bernice A	LUNDY
0168607	Lundberg, Lee W	LUNDBERG
0302613	Lunde, Teri L	LUNDE
0406546	Lunde, Monika	LUNDE
0483667	Lunde, Elizabeth A	LUNDE
7003046	Lunde, Janell J	LUNDE

4. Search results comes up with 28 people with the last name Lund

5. Pick Janis Lund

**Personal Data** [Proxy](#) [Card Data](#)

**Name:** Lund, Janis M **EmplID:** 7006788

**Personnel Status:** Employee

**Telephone:** 701/255-4879

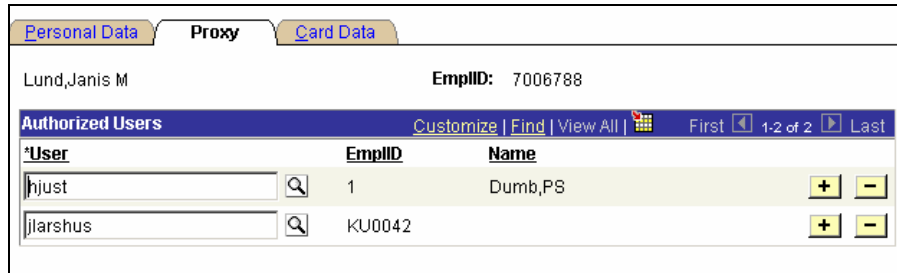
Home Address	Mailing Address
<p><b>Country:</b> USA United States</p> <p><b>Address 1:</b> 309 west Brandon Drive</p> <p><b>Address 2:</b></p> <p><b>Address 3:</b></p> <p><b>City:</b> Bismarck</p> <p><b>County:</b> Burleigh <b>Postal:</b> 58503</p> <p><b>State:</b> ND North Dakota</p>	

[Save](#)
[Return to Search](#)
[Next in List](#)
[Previous in List](#)
[Notify](#)

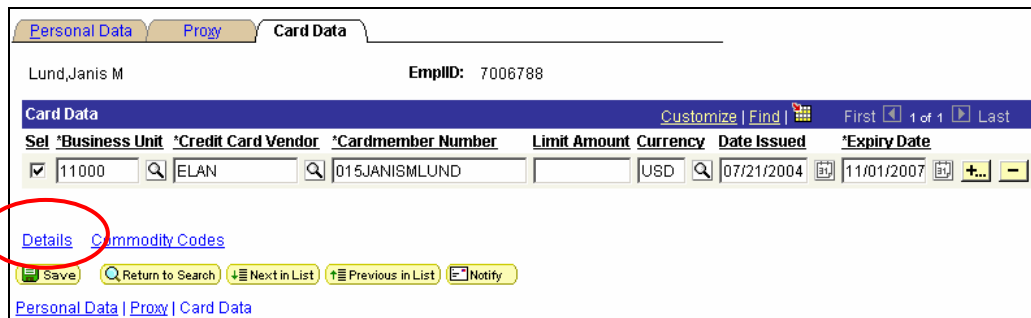
[Personal Data](#) | [Proxy](#) | [Card Data](#)

6. The above data is coming form the Employee's Personal records and as the screen shows – that data is for display (read) only. This information comes from HR.

7. Click on the Proxy Tab.



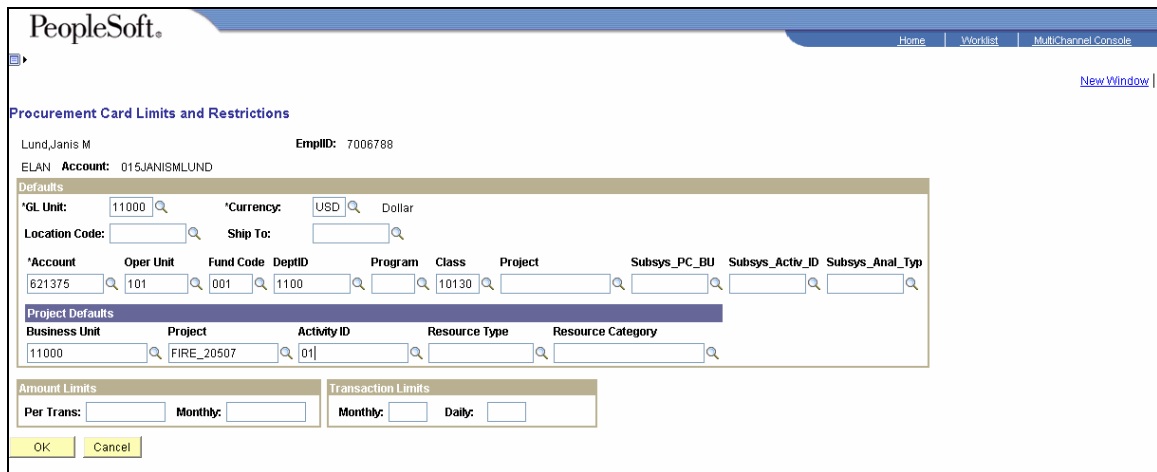
8. This page defines which users are allowed to access the personal data of the particular cardholder (in this case, Janis Lund) and change the distributions of the cardholder.
9. The Users defined on this page are authorized to reconcile procurement card statements for this particular card holder. This feature enables OMB to review, edit, and maintain an individual cardholder's statement and distributions.
10. Select the Card Data Tab, which provides information about the individual card.



11. Enter your Business Unit. Currently BU of 11000 is used for testing reason. Note: Human Services and OMB should use their appropriate AP Business Unit.
12. The Credit Card Vendor field is always ELAN. ELAN is the administrator for the card services.
13. The format used by ND system for the Cardmember Number field is the last 3 digits of the P-card and FIRST and LAST NAME of the employee.
14. The State of North Dakota is currently not using the Limit Amount field, for the P-card itself has a limit.
15. Currency is USD (United States Dollars).
16. Date issued is today's date.

17. Expiry Date – the card’s expiration date.

18. Click on the [Details](#) hyperlink.



19. The Procurement Card Limits and Restrictions page holds the employee’s P-card default coding. All your agency needs to do with the Cardholder Profile is navigate to this page to review the default coding.

20. The GL Unit is the Business Unit.


21. Currency is USD (United States Dollars).

22. Enter the Account number. The Account used is titled “P-card Transactions” 621375. This Account will be defaulted into every transaction on the P-card. The Account can be changed, if necessary. The Account field is the Object Code from SAMIS.

23. Enter in the Oper Unit, Fund Code, Dept ID, and Class. Do not record the project number on this line.

24. Under the Heading [Project Defaults](#), enter your PC Business Unit, Project, and Activity ID. Only use Resource Type or Resource Category if your agency has them setup.

25. Click .

26.  the page.

## Reconcile Card Holder Information

Navigation: Purchasing > Procurement Cards > Reconcile Cardholder Info > Reconcile Statement

This component allows you to review P-card transactions. When doing a search, the system will only allow to review transactions of those employees you have proxy rights to.

**Reconcile Transactions**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

Cardmember Number:

[Basic Search](#)

1. Leave all search fields blank, and click .
2. Once you pick an employee, you will see this screen, click .

**Selection Criteria**

Merchant:

Trans Date:

Posted Date:

Billing Date:

Trans Type:

Status:

\*Sort By:

\*Sort Order:

- All of the employee's transactions for the current month will appear on this page until they are paid.

**Bank Statement**

Name: Lund,Janis M      EmpID: 7006788      Credit Card: ELAN      Account: 015JANISMLUND

Reconcile Statement      Customize | Find | View All | First 1-4 of 4 Last

Line	Details	Line	Details	Line	Details
Sel	Trans Date	Merchant Name	MCC	Reference Number	*Status
<input checked="" type="checkbox"/>	09/20/2004	FIRESIDE OFFIC95831954			Approved
<input type="checkbox"/>	09/22/2004	FIRESIDE OFFIC95831954			Approved
<input type="checkbox"/>	09/24/2004	FIRESIDE OFFIC95831954			Approved
<input type="checkbox"/>	09/26/2004	FIRESIDE OFFIC95831954			Approved

Transaction Amount Currency

224.33 USD

224.33 USD

224.33 USD

224.33 USD

Fetch    Template    Split Line    PO Related Info    Distribution    Comments

Save    Return to Search    Next in List    Previous in List    Notify

- On the Bank Statement page, click the [View All](#) link if it appears in yellow, to view all the transactions for the employee.
- The Bank Statement page lists the Transaction Date for the P-card transaction.
- All Status fields will read "Approved". If no changes are made to these lines, they will be paid according to the default coding. Do not change the Status, for any other Status besides "Approved" will result in the transaction not being paid.
- To review a transaction, check the Sel checkbox ☒ next to that transaction.
- Click the [Distribution](#) hyperlink at the bottom of the page.

**Account Distribution**

Line: 1      PO Qty: 1.0000      UOM: EA

Trans Date: 08/03/2004      Billing Amount: USD 50.20      Price:

SpeedChart:       \*Distribute by: Amount


Distributions


Sel	*GL Unit	PO Qty	Amount	Pct	Location	*Account	Oper Unit	Fund	DeptID	Program	Class
<input checked="" type="checkbox"/>	11000	1.0000	50.20	100.0000		621375	110	275	8210		11030


- The Account Distribution page displays the distributions for this transaction. You can change the distributions singularly for each field, or select a speedchart.


10. Click the [Projects](#) hyperlink.


## Projects Information


PC Business Unit:  

Project:  

Activity ID:  

Resource Type:  

Resource Category:  

Resource SubCategory:  











11. Enter in any necessary Project information on this page.
12. Click .
13. Click  on the Accounting Distribution Page.
14. On the Bank Statement Page, click on the [Template](#) hyperlink.

## Distribution Templates / Reset Status

☐ Apply Distrib Template to All

Set All Transaction Status To:

SpeedChart:  

Distributions										Customize   Find   View All   		First 	1 of 1	Last 
'GL Unit	Pct	Location	'Account	Oper Unit	Fund	DeptID	Program	Class	Project	Projects				
11000 	<input type="text"/>	<input type="text"/>	621375 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

15. By checking the ☐ **Apply Distrib Template to All** checkbox, you can change the coding for ALL transactions listed for the employee. Check the checkbox, enter in the new coding, and then click .
16. Press  on the Bank Statement page after all the changes have been entered.